

BUSINESS-COLLEGE

NEW

EDITION.—1887.

STANDARD

Practical Penmanship

COPYRIGHTED,

— BY THE —

Oct. 7, 1881.

SPENCER BROTHERS.

Time is so valuable in this busy world, that people can ill afford to waste efforts in learning and using any complicated style of writing. It is the prevailing judgment that simplicity in forms of letters and figures, combined with easy and rapid execution, are the essentials of a handwriting that will meet the requirements of the intelligent masses.

PRICE,
PER MAIL, TO ANY PART
OF THE UNITED STATES,
ONE DOLLAR.

SIMPLE, RAPID,

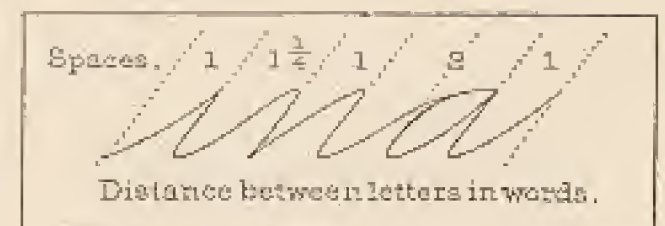
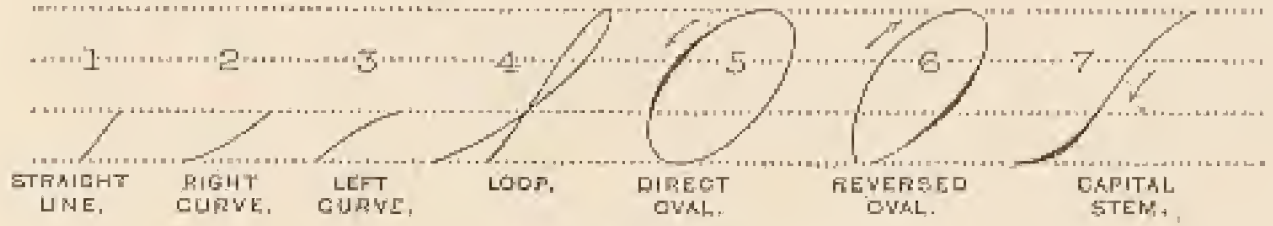
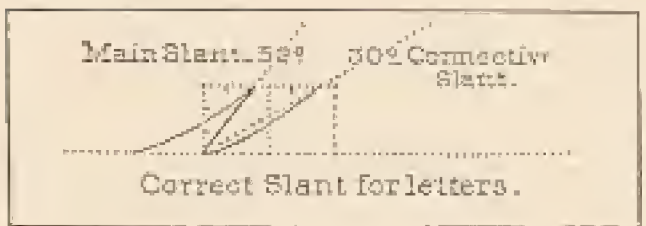
PRACTICAL.

COPYRIGHT, 1885, BY I. B., T. & CO.

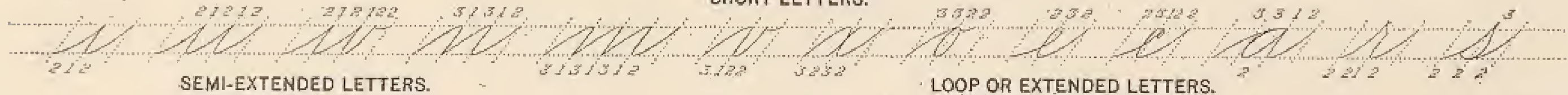
HAND CHART.

SPENCERS' NEW STANDARD WRITING.
ITS PRINCIPLES, PROPORTIONS, CLASSIFICATION AND ANALYSIS.

PRINCIPLES.

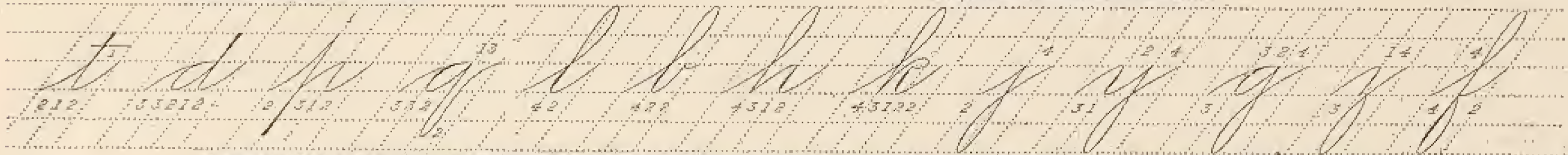


SHORT LETTERS.

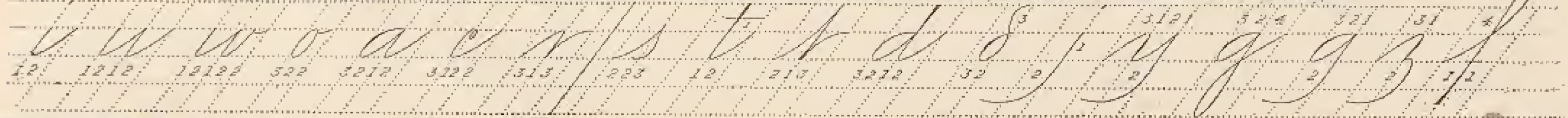


SEMI-EXTENDED LETTERS.

LOOP OR EXTENDED LETTERS.

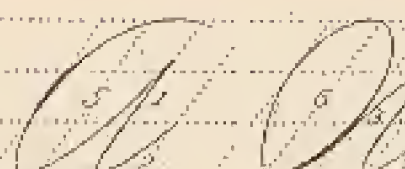
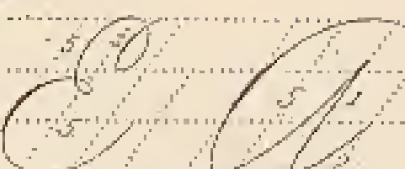


ABBREVIATED LETTERS: USED IN BEGINNING AND ENDING WORDS. TAUGHT IN COPY-BOOK No. 4 AND SUCCEEDING NUMBERS.

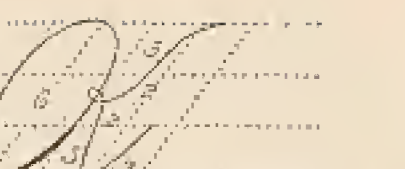
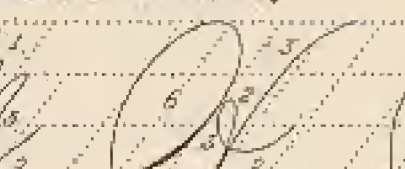
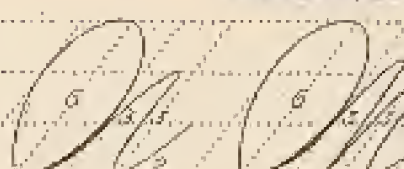


SUGGESTION. In using these model copies, practice with a *fine* pen may be followed by practice with a smooth-pointed *coarse* pen, with profit to those who aim to learn a business style of writing.

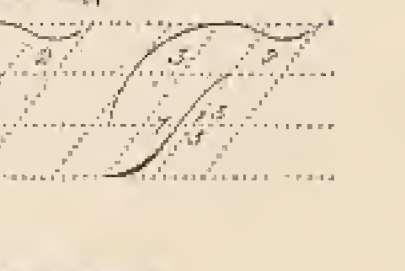
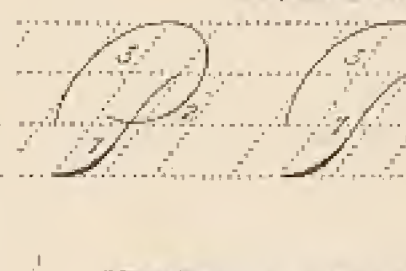
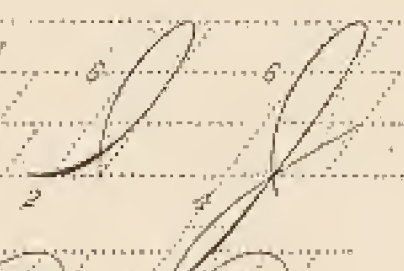
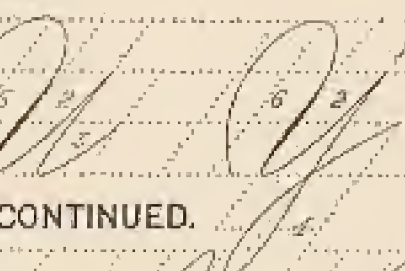
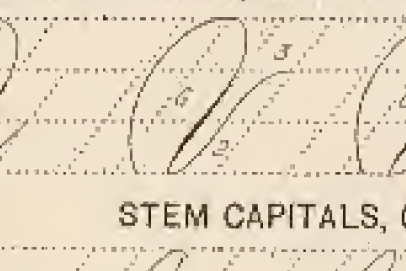
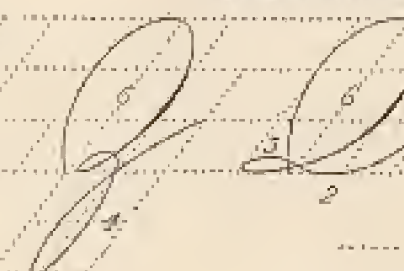
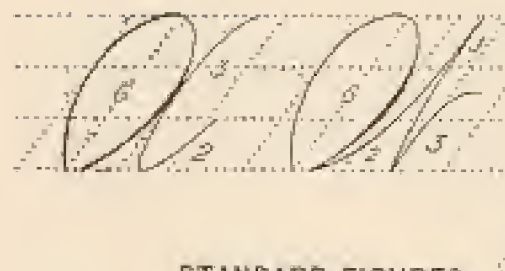
DIRECT-OVAL CAPITALS.



REVERSED-OVAL CAPITALS,

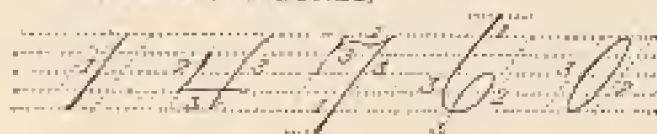


REVERSED-OVAL CAPITALS, CONTINUED.

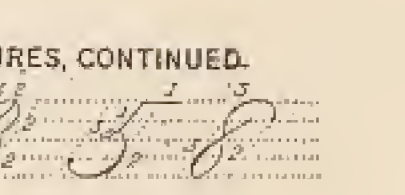
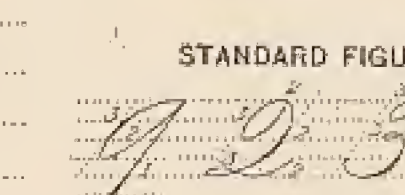
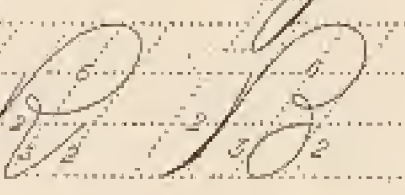
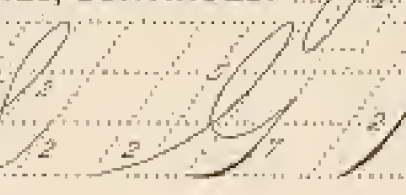
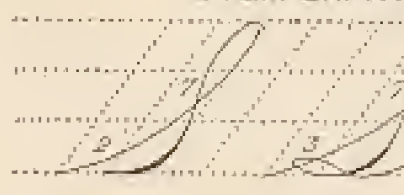


STEM CAPITALS,

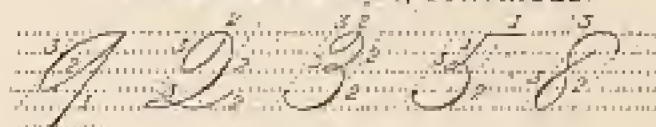
STANDARD FIGURES,



STEM CAPITALS, CONTINUED.



STANDARD FIGURES, CONTINUED.



The vertical height of the small *i* is the unit, called a Space, for measuring both the heights and widths of letters. The heights and widths of the letters are shown on this chart by the spaces between the dotted lines upon which the letters are formed. Thus: the small *i* is one space in height and two spaces in width. The small figures about the letters indicate the principles or elements of which they are formed. Thus: small *u* is formed of principles 2, 1, 2, 1, 2. The letters, capital as well as small, may also be fully analyzed by the use of the first three principles—straight line, right curve, left curve. For example: capital *O*, analyzed above into principles 5, 3, may also be analyzed into left curve, right curve, left curve.

NOTE. Teachers who use this arrangement of copies in their classes, are not hampered by voluminous printed directions; it is deemed best to leave each skilled teacher—and for the use of such these models are designed—to give, in freedom, the instructions he considers specially adapted to the conditions and needs of his pupils. To make these capitals with whole-arm movement, increase the size one-half or more.—SPENCER BROTHERS.

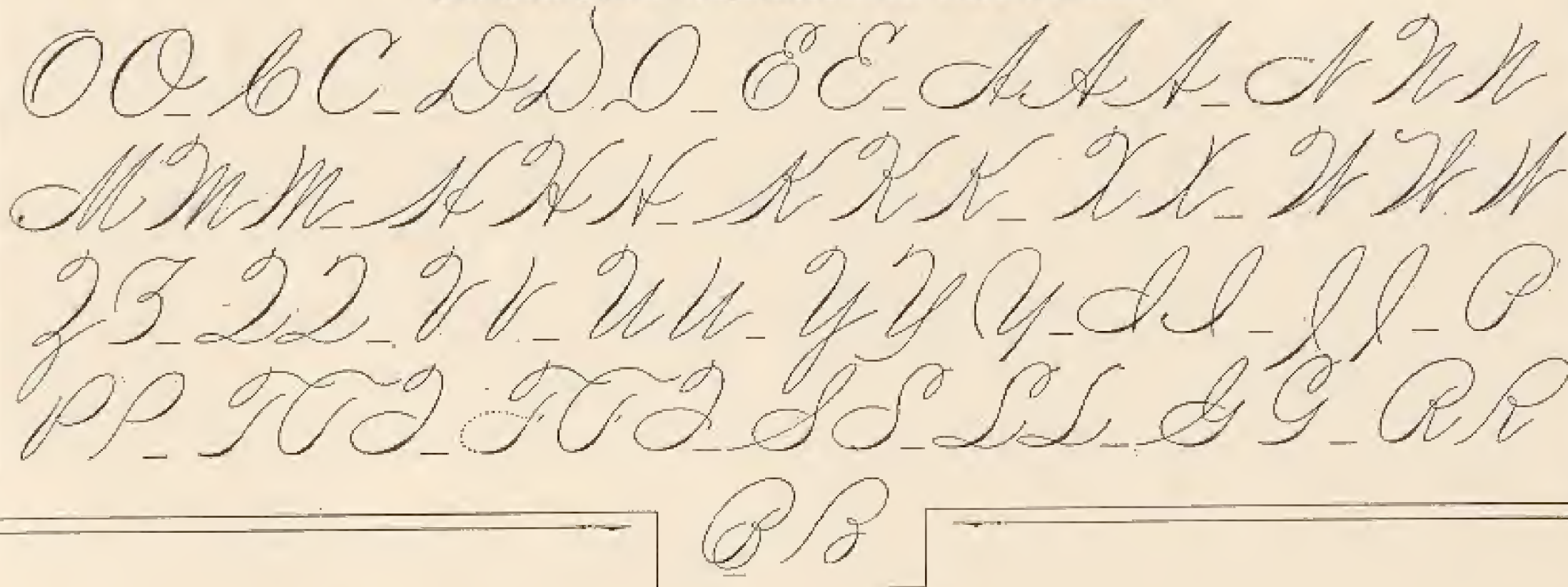
These Capitals are $\frac{5}{16}$ of an inch in height for medium-sized writing.

They may be reduced to $\frac{3}{16}$ in condensed writing, or, when made with whole-arm movement, be enlarged to $\frac{3}{4}$ of an inch for headings and signatures.

Ambidextrous Writing.

It is becoming popular to be able to write with both hands. Where the right hand has already been trained, its copies with pencil furnish a guide which the left can trace over with pen and ink, until both hands readily produce the same style of writing.

OPTIONAL STYLES OF CAPITALS.



Whether writing with the right or left hand, the relative position of the arm, hand, pen and paper is the same.

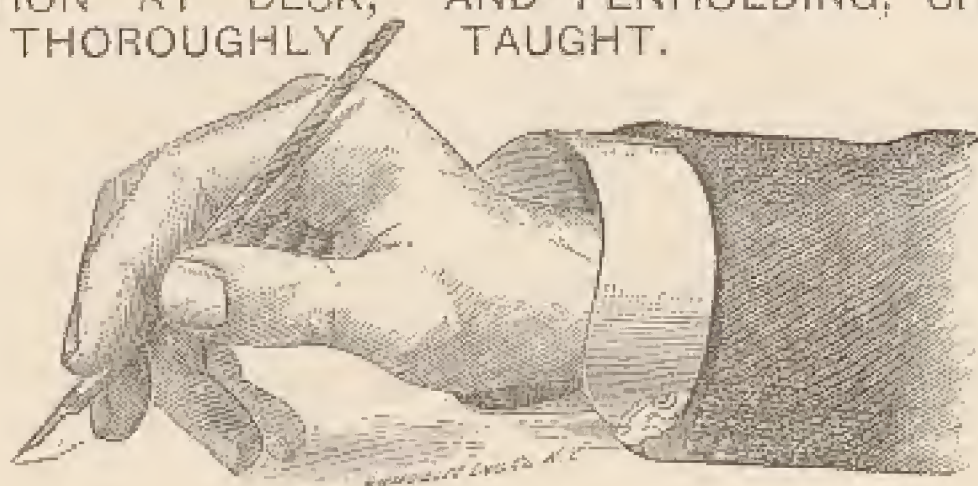
The front, right, and left oblique positions of the body, in standing or sitting at the desk, should be understood and practiced, giving the preference to the one which admits of the best use of the light and furniture of the room.

SUGGESTION. After the learner has been well trained in executing the "Standard" forms of the capitals, which are given as the basis of all the others, he may be allowed to exercise his own individual taste, by choosing from the "Optional" styles letter that he prefers and desires to adopt for use; he will thus have opportunity to develop, in an orderly way, an individuality in his Chirography.

POSITION AT DESK,
BE THOROUGHLY

AND PENHOLDING, SHOULD
TAUGHT.

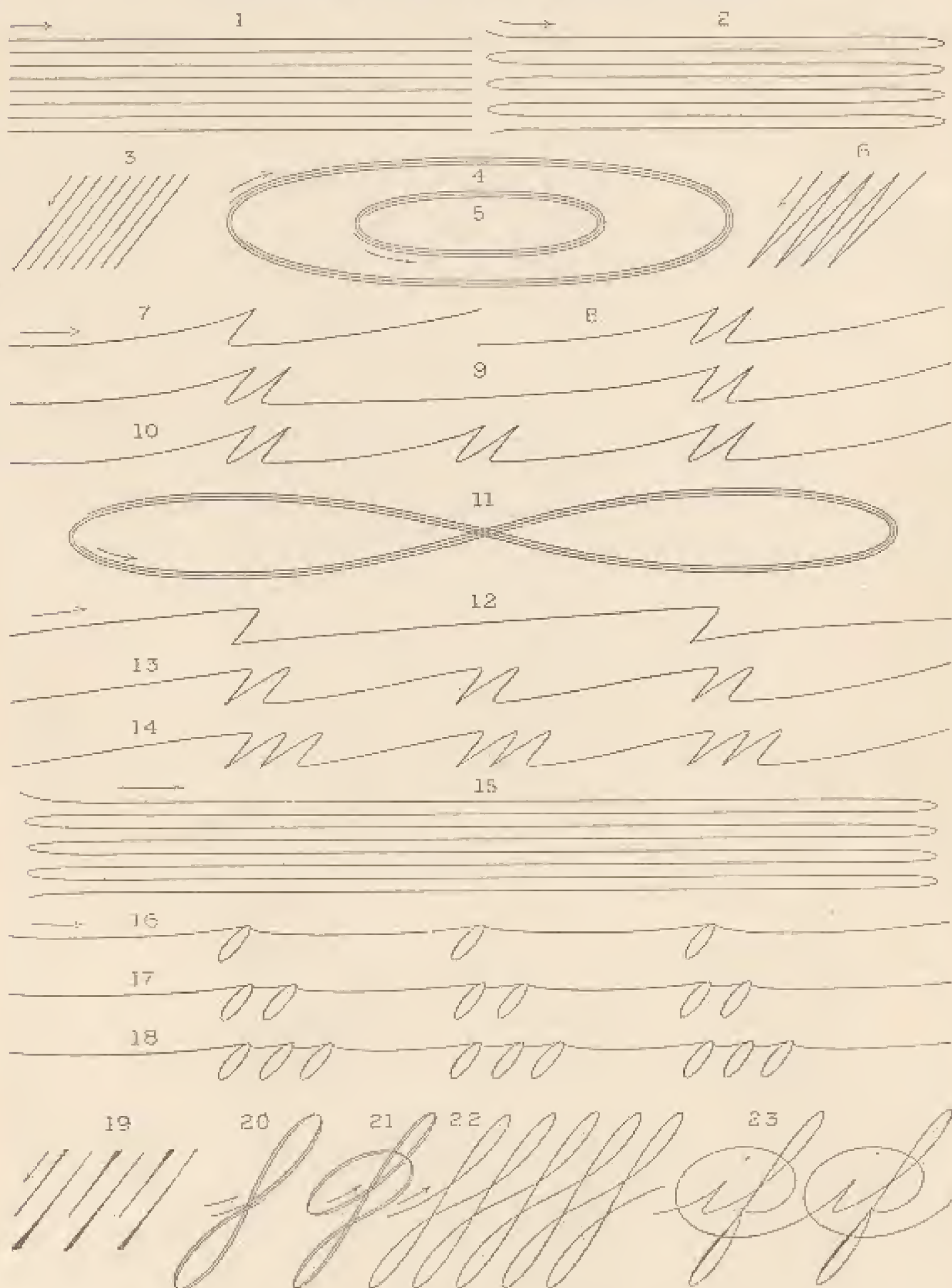
D



First

Series.

MOVEMENT-DRILL EXERCISES.



MOVEMENTS.

Time. Writing movements may be regulated, as to speed and uniformity, by counting audibly or silently, by instrumental music, by the beat of a metronome, or by tapping a bell.

The Whole-arm Movement, used in flourishing and in striking large capitals, consists in the action of the whole arm from the shoulder, with the elbow raised.

The Finger Movement consists in the action of the first and second fingers and thumb. This movement alone is inadequate for practical writing. It is used in Exercise 2, and in the downward strokes of the other exercises, aided by the fore-arm.

The Fore-arm Movement is a modification of the Whole-arm Movement, the full muscle of the fore-arm forming the centre of motion, the hand gliding on the nails of the third and fourth fingers. Its use is illustrated in Exercise 1.

The Combined Movement includes the sweep of the Fore-arm Movement and the shaping power of the Finger Movement. This is the true movement for free writing.

Note. Whenever desirable to practice whole-arm movement, exercises should be increased to twice their ordinary size.

P. R. Spencer, originator of the Practical Style, which has become standard American chirography, instructed his students to "write as fast as is consistent with good form."

The Movement-Drill Exercises are specially designed for training the arm and hand to secure that free action and sure control, upon which mainly depends excellence in writing. A Movement-Drill may properly begin each writing lesson.

Second

Series.

MOVEMENT-DRILL EXERCISES.



The action of the muscles above the elbow, while the light contact of the fore-arm and nails of the third and fourth fingers steady the movements, are the principal agents for producing good writing with speed and endurance.

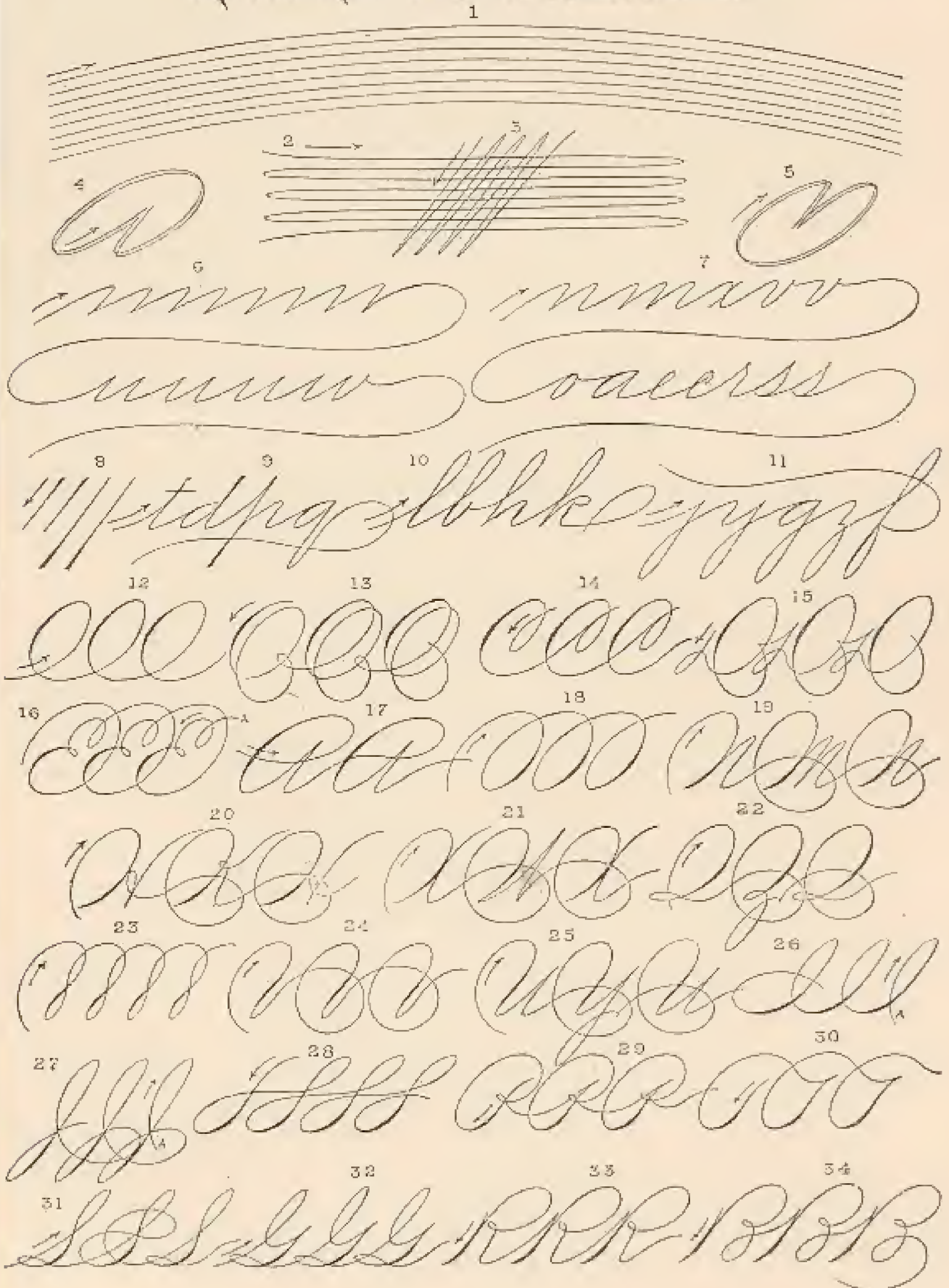
The fabric of writing should be made of clean, smooth lines, showing refinement and cultivation of the sense of touch. Shading may be omitted from exercises and all common writing, if desired, in part or in whole, using a medium or coarse pen to give uniform strength to the letters.

Redundant lines and combinations subserve the important purpose of Movement-Drill Exercises, but are regarded as ridiculously out of place if carried into a current handwriting. Simple plain writing meets the approval of intelligent people everywhere.

THIRD

SERIES.

MOVEMENT-DRILL EXERCISES.



With correct position of the body, arm, hand, pen, and free movements, smooth touch, rapid correct thinking of letters and word forms, legible, practical, graceful writing, at a speed of from 30 to 40 words per minute, can be attained by a majority of learners.

Initiatory Course.

Principles of the Small Letters.

.....
.....
.....
.....

3 4

v vvvvvv w wwww w wwww w wwww

v vvvvvv v vvvvvv w wwww w wwww

v vvvvvvv x xxxxxxxx o oooooooooo e eeeeeeee

e eeeeeee a aaaaaa r rrrrrr s sssss

Initiatory Course.

i insure u union w waxen x rumor

o overseer c concur e evince a s aims

t titititi d adad p pipip q quies

t tuition d o domed k permit q quies

Initiatory Course.

l lululi l bulbous h hnhn k knocks

j injin y yellow g gagai y yealles

f nfnfn y injury g z ring o z f thereof

John quickly extemporized five tow bags j

Initiatory Course.

4

11 44 77 66 000 99 22 33 55 88 1/2. & . \$. @ . o/p # . a/c

Principles of the *O O S* Capital Letters

O Oceans Oceans O Oceans Oceans

D Dames Dames E Ennams Ennams

A Action Action A Actress Actress

Initiatory Course

5

N	Napier	Napier	M	Meade	Meade
---	--------	--------	---	-------	-------

H	Henry	Henry	K	Kings	Kings
---	-------	-------	---	-------	-------

C	Carver	Carver	W	Wilder	Wilder
---	--------	--------	---	--------	--------

J	Jurich	Jurich	L	Lurvey	Lurvey
---	--------	--------	---	--------	--------

Initiatory Course.

5

V Victory Victory V Unjoin Unjoin

W Wsters Wsters Y Yonths Yonths

J Inlay Inlay J Julien Julien

P Parkers Parkers T Taskers Taskers

Initiatory Course.

S Squire Squire S Grazer Grazer

R Risque Risque R Reaper Reaper

A B C D E F G H I J K L M N

34 O P Q R S T 56 U V W X Y Z

Initiatory Course.

2

Each pupil may be permitted to choose for practice the style of capital he prefers.

O O Ohioan C C Conjure D D Dollars

E E Enquire A A Arthur N N Ninety

M M Maize H H Hickory K K Knight

X X Xangu W W Willson Z Z Zachias

Initiatory Course.

9

Q Q Quillet V V Vailing U U Urekin

Y Y Young I I Indexes Jr January

P P Packing T T Tamper F F Fishing

S S Scruple L L Lionized G G Graphic

R R Rarefies B B Bought W W Winford

August 24. 241 A time for everything.

Baltimore \$5 Balance due on account.

Columbus \$31 Cash in full of account.

Initiatory Course.

"

Danbury 700 Due on settlement, \$700.

Exchange 2% ^{Co} Exchange upon London.

Flashing 600 Flow on, bright river!

Guarding G Gratitude, choice jewel!

Initiatory Course.

22

Humanize 800 Home! sweetest home!

Inquiries 900 Industry wins success.

Jewellery 14½ Jasper, a precious stone.

Know ye where the first May violets blow?

Initiatory Course.

13

Look up, not down. forward, not back.

Make your mark - a golden mark. A

Over the deep the storm winds sweep.

Patience is bitter, but its fruits are sweet.

Quiet deportment shows good breeding.

Romance, parent of enchanted dreams!

Sold Geo. Levizac 75 lbs. Sugar @ 9¢ - \$6.75

T. Saxton Dr. To Cash on Account \$1240.38

Unto the pure all things are pure.

Who composed "Maud Muller"? Whittier.

Xury, a character in "Robinson Crusoe".

Youth looks forward and age backward.

Q. seldom used, still must be mastered.

Graduating Course

16

Write it on your heart that every
day is the best day of the year.

Emerson.

Careful attention to one thing often
proves superior to genius and art.

Plautus.

Graduating Course.

17

Signs and Abbreviations used in Business

@... At or to.	acc. Account.	#... Number.
¢... Cents.	%... Per cent.	5%... 5 Per cent.

Abbreviations used in Business

Dr... Debtor.	Amt... Amount.	Pr... Pairs.
Cr... Credit.	Recd... Received.	Pd... Paid.

Graduating Course

16

Heading of Bill of Purchases

Julius M. Gardiner,
Bought of Monroe & Sons.

24 bush. Baldwins - @ \$2.00 48

42 " Greenings - " 1.75 73 50 121 50

Graduating Course.

79

Items from ordinary Memorandum Cash Book.

Rec'd

Paid

Oct. 9 Recd. of S. Richards on a/c. 300

" " Paid a/c. at Sanders & Sons. 40 31

Items from ordinary Memorandum Cash Book

Nov. 1 Paid for repairing House. 20

" 12 " " painting same. 70 50

Graduating Course

20

Ledger Headings

Dr. Wm. Williams Cr.

Ledger Headings

Cash Merchandise Bonds.

Friends.

We never know the true value of our friends. For while they live we are too sensitive to their faults; and when we have lost them we see only their virtues.

Graduating Course.

Note bearing Interest

\$71⁰⁰/₁₀₀

Washington, D.C., Feb. 6, 1884.

Ninety days after date I promise to pay
Uriah Youngs, or order, Seventy-one Dollars.
value received, with interest.

A. S. Marsden

Graduating Course

Note payable on Demand

\$1100⁰⁰/₁₀₀ Cleveland, Ohio, Sept. 14, 1885.
On demand I promise to pay to the
order of Edwin Edmunds, Eleven Hundred
Dollars, value received.
Henry Harrison

Graduating Course

24

Beginning of Business Letter.

244 John St. New York.
August 19, 1885.

Ulrich & Vernon,

Auburn, N. Y.

Gentlemen. — Inclosed please to find our

Graduating Course.

25

Continuation and Close of Business Letter.

invoice of the articles ordered in your favor of August 15. The goods have been packed with care, and forwarded by Express.

Yours respectfully,

James W. Lennox.

Graduating Course

26

Superscription and Filing of Letter

Stamp

Missrs. Ulrich & Vernon,
44 Main St.
Auburn, N. Y.

Jas. W. Lennox.
 Aug. 19, '85.
 Enclosing In-
 voice of Madse.

Graduating Course.

Receipt for Payment on Account

\$717²⁵/₁₀₀

Baltimore, Md., Dec. 5, 1885.

Received of Gideon B. Leonard and Sons,
 Seven Hundred, Seventeen and ²⁵/₁₀₀ Dollars.
 to apply upon account.

Jane, Keene and Co.

Graduating Course

Bill

San Francisco, Cal., Jan. 1, '87.
 Mr. T. E. Tenney
 To Ed. V. Trazier — Dr.

210 Boxes Stationery,	@ 32¢	67	20
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Graduating Course.

Single Entry Day Book

Milwaukee, Wis., May 7, 1887.

18	R. C. Sampson.	Dr.		
	To 4 1/2 yds. Delaine, @ 50¢		2 25	
" 21	" Cassimere, " \$5.00		105	107 25

Graduating Course

Bank Check

No. 700.

New Orleans, Nov. 5, 1885.

Bank of Commerce.

Pay to Xenophon Quillman & Sons, or order,
Fourteen Thousand and ²⁰/₁₀₀ Dollars.\$14000 ²⁰/₁₀₀

A. H. Bailey.

Graduating Course

Double Entry Ledger

Dr.

E. R. Fulton.

Cr.

1885											
Jan.	1	To Stock,	4	690	Jan.	4	By Mdse.,	1	120		
"	3	" Mdse.,	7	49	"	5	" Cash.	5	241		
"	4	" J. Verne,	2	78 15	"	8	" Sunds.	8	67 14		

Graduating Course

32

Double Entry Ledger

Dr.

M. Harper & Co.

Cr.

1886											
Nov.	3	J. Hardin	4	500		Nov.	1	Geo. Nelson.	1	120	
"	6	Mdse.	7	218		"	4	Sunds.	5	271	
"	9	Bills Pay.	2	61	15	"	7	Bills Rece.	8	69	20

Graduating Course.

83

Cash Book

Cash

Dr.

Cr.

Oct.	1	To Amount on hand.	1400		
"	3	21 bush. Wheat. sold @ 75¢.	1.5	7.5	
"	4	By Furniture for Parlor.			150.50

Graduating Course

34

Ladies' and Gentlemen's Rapid Running-Hand.

The tongue is not the only way
Through which the active mind is heard.
But the good pen as well can say,
In tones as sweet, a gentle word.
Spencer.